



Online Media Coordinator Job Description

Updated 2/5/2021

Position Summary

The Media Coordinator (MC) is responsible for smooth technological execution and documentation of the online summer program, ensuring that participants (middle school and high school youth, young adults, and older adults) have a meaningful experience. The MC is responsible for capturing the impact and essence of the program for outreach and fundraising purposes. The MC also assists all other staff members as necessary and assumes additional responsibilities when requested.

Shared Responsibilities

- Ensure the online program directly supports the **mission** of SSP
 - All interactions with participants are a **positive** embodiment of SSP
 - Act as a **resource** to participants with any questions or concerns they may have
- Develop relationships with **participants** and **community partners**
 - Maintain an **open, friendly, and hospitable** online environment
 - Seek out **feedback** daily about the online program and quickly **implement changes**
 - Identify future **potential staff members** and invite them to be a Staff-in-Training
- **Support** sessions led by other staff
- Respond in a **timely manner** to communication from HQ Staff
- Complete **end of summer report**
 - Provide **feedback** at the end of the summer about the online program

Specific Responsibilities

- Participate in weekly MC **video calls** with HQ Staff (1-2 hours, June & July)
- Provide **expertise** and **support** to participants and staff team with online platforms and technology
 - Coordinate Zoom breakout rooms, polls, whiteboards, and other platform features
 - Assist staff and participants with tech questions and access issues
- Lead team in creating and meeting **media goals** that promote engagement in the online program
 - Plan and post **Instagram** content daily, both feed posts and stories
 - Guide staff in **video production** by designing storyboards, writing scripts, delegating tasks, and holding fellow staff members accountable to assigned tasks
 - Create at least **3 short videos** over the course of the summer that tell the story of participants, staff, and community partners
- Document the summer through **photographs, screenshots, and video recordings**
 - **Verify** photo releases on participant forms and honor stated requests
 - **Collect** files from staff, youth, and adults
 - Be the primary **organizer** of your team's shared drive and folders
- Consistently **communicate** with Site Director about your needs (and HQ Staff as needed)

Skill & Knowledge Requirements

Demonstrated history of independent and self-motivated work with little oversight and remote supervision. Experience with digital platforms (Zoom, Instagram, video editing, etc.). Excellent communication, organizational, and planning skills. Ability to work in both a team setting and independently. Clearly and confidently speak on Zoom, and effectively interact online with a variety of age groups. Comfortable utilizing and navigating G Suite (Google's tools: calendar, gmail, shared documents, sheets, slides, drive). Ability to model progressive Christian values.

Training

MCs will be required to complete online Mandated Reporter training. MCs will receive training from June 16 to 25.

Tips for Being a Online Staff Member

1. **Incorporate the gifts of others.** Understand the gifts and desires of the rest of the staff and make appropriate use of them by including them in your sessions. Do the same for participants – include pastors, youth, and others who would like to share their gifts as appropriate.
2. **Relational Ministry.** A very important aspect of the job is informally “hanging out” with youth. Listen more, talk less.
3. **Engage with every person** (youth, adult, staff, community partner, etc.), even those whom you personally struggle with. Call people by name.
4. Ability to both **command the attention** of a group of teenagers as a leader – and be authoritative when necessary – as well as the **ability to relate** to them on a near-peer level and connect one-on-one.
5. **Be open to constructive criticism** – even criticism that is given in a non-constructive way. Remember you will not be able to meet everyone's expectations, but others may have feedback that is useful to implementing the best version of your program.
6. **Flexibility.** If a scheduled speaker or activity falls through, have a backup plan to transition into.
7. **Model appropriate openness about personal faith** so youth feel comfortable talking about faith issues. Acknowledge that each person is at a different place in their faith.

Employment Dates & Compensation

MCs will be paid hourly for work which begins in March. Estimated 10 to 12 hours total prior to Staff Training. Hours will be irregular and as needed until June 15. Online summer staff can work a maximum of 7 hours a day, up to 35 hours per week from June 16 to July 30.

- **March & April:** (up to 2 hours per month)
 - Biweekly team meetings (1 hour) as soon as hiring paperwork is complete
- **May 1 - June 15:** (up to 9 hours)
 - Biweekly team meetings (1 hour)
 - Meetings with other MCs and video editing a team welcome video (up 6 hours)
- **June 16 - 25:** Staff Training: up to 35 hours per week
- **June 28 - July 23:** Participant weeks: up to 35 hours per week
- **July 26 - 30:** Debrief: up to 20 hours per week

Online summer staff are paid hourly for their work. Base pay starts at \$14 per hour for all staff with one year of experience. Additional pay is increased by \$1 per hour for each additional year of experience.